



Creating a receivable lease in FPMT is a step-stage process involving two wizards. This job aid provides step-by-step instructions for both wizards. These instructions apply to facilities only and are not applicable to land and other assets.

FPMT has been expanded to meet new Governmental Accounting Standards Board (GASB) [requirements](#). In addition to new functionality, system updates include new user roles as well as changes to existing business processes. Refer to the [What's New with FPMT](#) job aid a high-level overview of system updates, including changes to table names and user role permissions.

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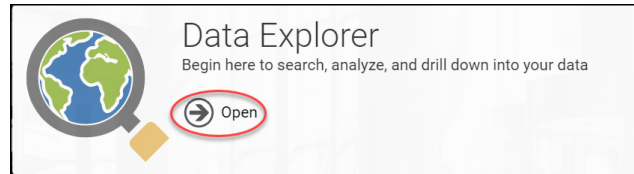
Overview

Who is responsible for entering receivable leases?	<ul style="list-style-type: none"> The owning agency or master lease holder is responsible for entering the receivable lease data.
Which FPMT user roles can create a receivable lease?	<ul style="list-style-type: none"> Creating a new receivable lease is a two-step process: <ul style="list-style-type: none"> Step one: The receivable lease creation wizard is completed by users with the FPMT Facilities role. Users must have edits rights. Step two: Users with the FPMT Accounting role complete the Receivable Review wizard, which collects the majority of the receivable lease contract data. Users must have edit rights. Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.
What are the consequences of not completing step two (Receivable Review wizard)?	<ul style="list-style-type: none"> The receivable lease is not a valid record and will not appear on reports. For receivable leases that are in scope for GASB, FPMT will not be able to send transactions to AFRS.
Where do I access the receivable lease creation wizard?	<ul style="list-style-type: none"> The receivable lease creation wizard is accessed via the menu button on the owned facility tile or the lease contract tile.
When should I enter a new receivable lease lease?	<ul style="list-style-type: none"> Receivable leases should be entered on or after the receivable lease start date, but before the first payment. If there is a master lease contract, the receivable lease start and end dates must fall within the parameters of the master lease.
What information do I need to create a receivable lease?	<ul style="list-style-type: none"> A copy of the new receivable lease contract. The UFI for owned facilities or the master lease contract number for leased facilities. <ul style="list-style-type: none"> If you need to locate a lease number or a UFI, you can run a Lease Contract Inventory Report or an Owned Facilities Inventory Report from the agency tile in FPMT.
Why should I use the wizard?	<ul style="list-style-type: none"> The wizard simplifies the receivable lease creation process by guiding you through each step and reducing manual activity in the system. The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.
Wizard basics: <ul style="list-style-type: none"> The wizard opens in a new window, which will close when you complete the receivable lease creation process. Once the wizard window closes, you will need to refresh your original FPMT window to see all of the changes. Once you Save and Close, you cannot go back into the wizard. Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, <u>you will lose your data</u>. You navigate through the wizard by clicking the Next or Previous buttons. 	




Launch the Receivable Lease Creation Wizard

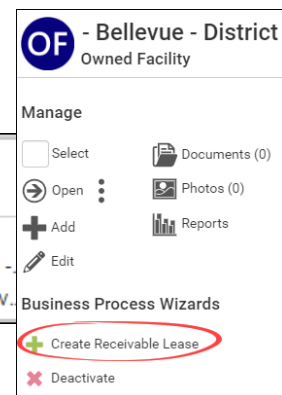
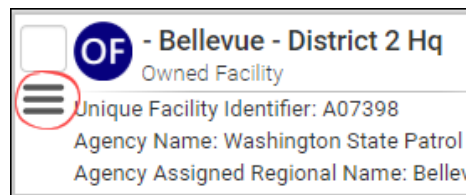
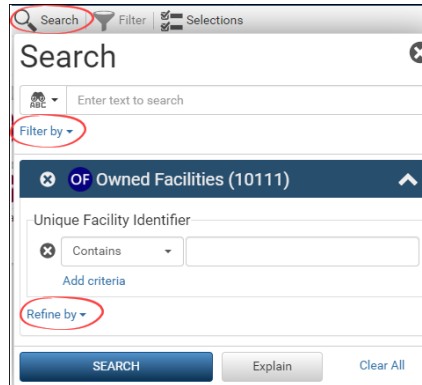
Navigate to the owned facility or master lease contract and launch the receivable lease creation wizard.

1. Open the Data Explorer module.






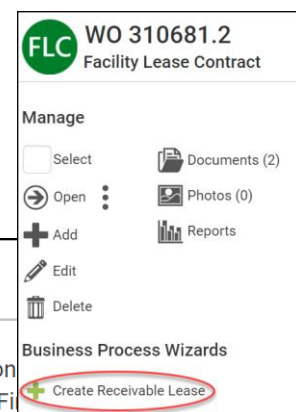
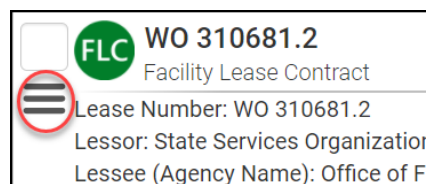
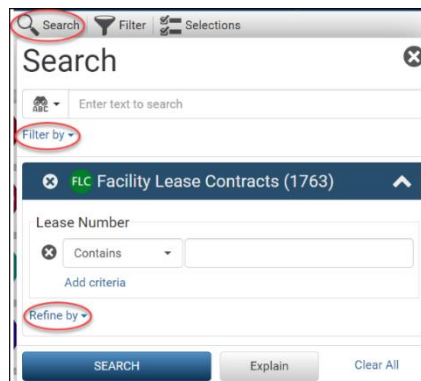
Owned Facility

2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Owned Facilities**.
4. Select **Refine by** and choose **Unique Facility Identifier**.
5. Enter the UFI.
→ If you need to locate a UFI, run the Owned Facilities Inventory Report available via the menu button on the agency tile.
6. Select .
7. Select the  menu button on the owned facility tile.
8. Select Create Receivable Lease.



Leased Facility

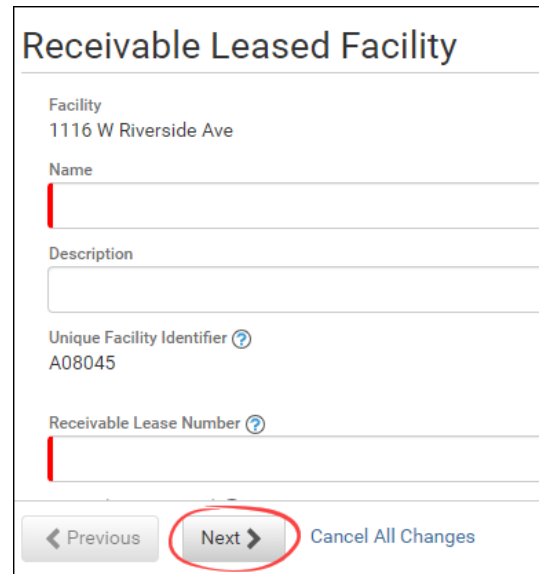
2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Facility Lease Contracts**.
4. Select **Refine by** and choose **Lease Number**.
→ If you need to locate a lease number, run the Lease Contract Inventory Report available via the menu button on the agency tile.
5. Enter the lease number
6. Select .
7. Select the  menu button on the lease contract tile.
8. Select Create Receivable Lease.



Add a New Receivable Leased Facility

- Enter agency data.** Red fields are system required. Other required fields are noted in this job aid.
 - Name
 - Lessee SAAM acronym – Lessee common name (e.g., ES – Yakima Worksource)
 - Receivable Lease Number
 - Must be a unique number.
 - Lessor
 - The owning agency or master lease holder.
 - The system will ensure the lessor matches the agency associated with the owned facility or master lease contract.
 - Lessee
 - The tenant agency
 - Select Other Tenants – 999 if the lessee is not a state agency.
 - Six-Year Facilities Plan (**required**)
 - Ensure this field is marked “yes” if this receivable facility is in scope for the [Six-Year Facilities Plan](#). Otherwise, select “no.”

2. Select 

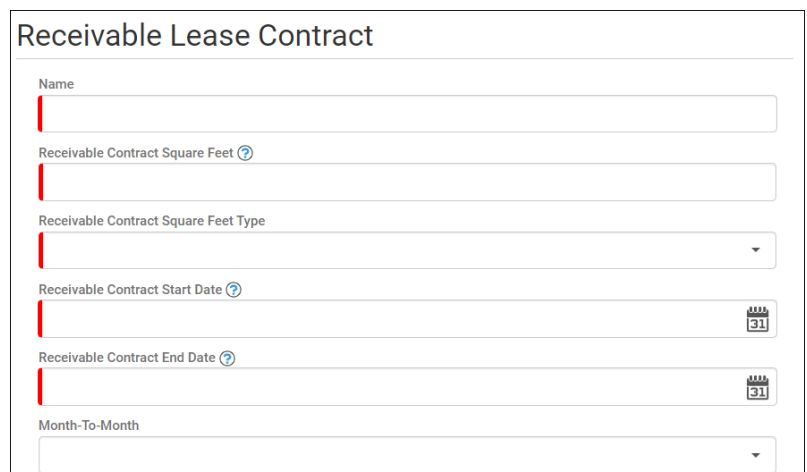


Errors

- The selected Lessor Agency is not currently linked to Facility 'A04134' and cannot be selected as the Lessor Agency for this Receivable Leased Facility.

Add a Receivable Lease Contract

- Enter agency data.** Red fields are required.
 - Name
 - Use the receivable lease number
 - Receivable Contract Square Feet
 - Receivable Contract Square Feet Type (dropdown)
 - Receivable Contract State Date
 - Receivable Contract End Date
 - Month-To-Month
 - Select “yes” if this is a month-to-month lease. Enter an end date one year out from the start date.



2. Select

Next >

→ The system will ensure that the receivable lease contract start date is a date prior to the receivable lease contract end date.

→ Additionally, if the receivable lease contract is associated with a leased facility, the system will ensure that the receivable lease contract start and end dates are within the parameters of the master lease contract.

Errors


- The receivable lease contract start date must be prior to the receivable lease contract end date.

Errors


- The receivable lease contract end date must be on or before the master lease contract end date of 3/31/2024.

Edit the Existing Space

→ You must update the existing owned facility space or master lease contract space before adding a new receivable lease space.

- Select the  details icon to edit the existing space.

Existing Facility Lease Contract Spaces


Space Name	Space ID	Details
0001	0001	

Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)


- Enter the new square footage (subtract the receivable lease square feet from the original square feet).
- Select SAVE CHANGES.

Square Feet 


27,809

Square Feet Measurement Type

Rentable

Primary Space Type 

Office - General - 310

Secondary Space Type 

Add a New Space

1. Select Add New Space

Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)

2. Enter agency data. Red fields are required.

- Name
 - ➔ Tenant SAAM Acronym – Space ID (e.g., DSHS – 0001)
- Space ID
 - ➔ A unique number to identify the space (e.g., 0001)
- Tenant
 - ➔ Make sure to enter the tenant agency, not the owning agency or master lease holder.

Edit Space Details

Name

Description

Space ID ?

Tenant ?

- Square Feet
 - ➔ The sum of all space square feet cannot exceed the total square feet in the owned facility or master lease contract.
- Square Feet Measurement Type (dropdown)
- Primary Space Type (dropdown)
 - ➔ Refer to the [Property Class & Space Type Categories](#) job aid for additional information.

Square Feet ?

Square Feet Measurement Type

Primary Space Type ?

3. Select SAVE CHANGES

SAVE CHANGES


Cancel Changes



➔ If you did not update the existing space before adding a new one, you will receive an error message.

Errors

- The square footage of all receivable leases plus total lease contract space square footage must not exceed the lease contract square footage. The lease contract square footage is currently 28,009 and the total receivable lease square footage plus total lease contract space square footage is 28,209.
- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 28,009 and the total associated space square feet is 28,209.

→ Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

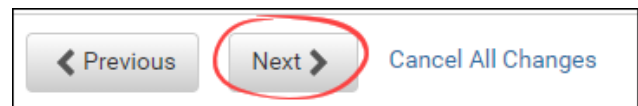
Existing Facility Lease Contract Spaces			
Space Name	Space ID	Details	
0001	0001		

Receivable Lease Spaces			
Space Name	Space ID	Details	Delete
Test Receivable Lease Space	001		




[Add New Space](#)

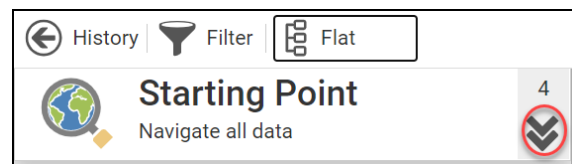
4. Select

[Next >](#)

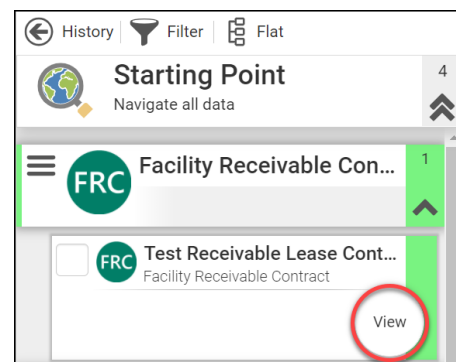


Review Your Data

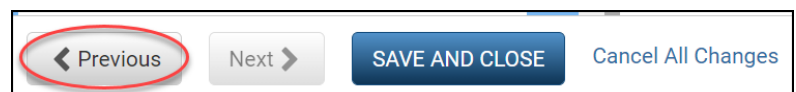
1. Select the  **Hierarchy** button to change to the  **Flat** view. You can now see all the tables you have added or edited as part of the wizard process.
2. Select the arrows  on the Starting Point tile to expand all of the tiles below.



1. Select View on each tile to see the data you have entered.
2. Review your data.



→ To edit your data, use the Previous button to navigate back to an earlier screen.



3. **Select SAVE AND CLOSE** to complete the wizard.
4. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.

→ When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

→ Continue to the next step below to upload a copy of the new receivable lease contract.

Warning

Once you save and close, you cannot use the wizard to make edits or add additional data. Are you sure you want to continue?

Notify FPMT Accounting User or Continue to Receivable Review Wizard


Once the receivable lease creation wizard has been completed, the remaining lease contract data will need to be entered separately via the Receivable Review wizard (instructions below). Contact your agency's FPMT accounting user to complete this second step, unless you have both the Facilities and Accounting user roles.

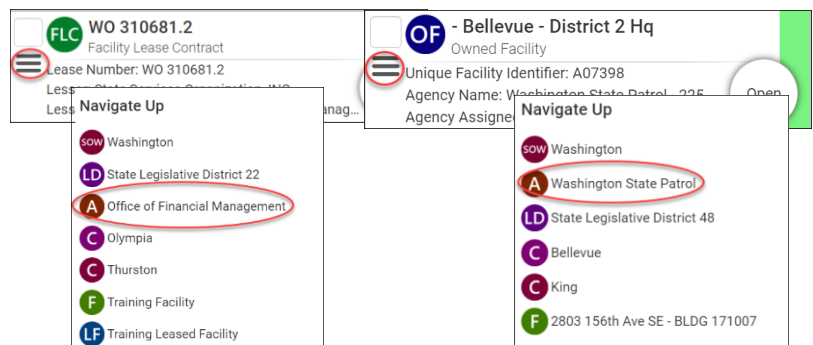
The new receivable lease is not a valid record until the additional financial data has been entered, so it is critical that the second step is completed in a timely manner. Until the remaining financial data is entered, the receivable lease will not appear on reports, and FPMT will not be able to send any transactions to AFRS.


Launch the Receivable Review Wizard

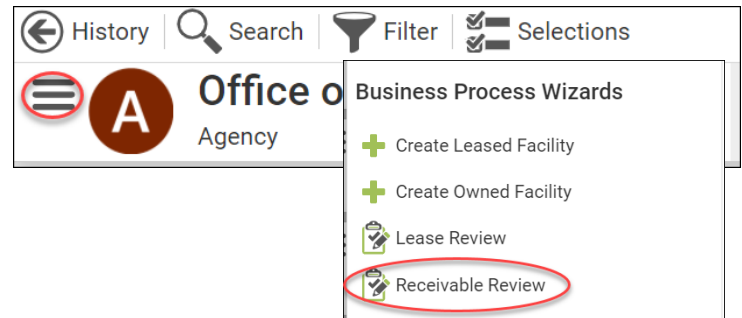
The Receivable Review wizard displays all of your agency's active receivable contracts, where your agency is the lessor, and gives you the opportunity to update the receivable contract table and add receivable payments, options and amendments. You can go back into this wizard as often as necessary. This job aid is focused on steps relevant to the facilities inventory. If you have questions about GASB functionality, contact your assigned [OFM Statewide Accounting consultant](#).

You will need to navigate to the agency tile to access the wizard.

1. **Select the**  **menu button on the lease contract or owned facility tile.**
2. **Select your agency from the Navigate Up section to open the agency tile.**



3. Select the  menu button on the agency tile.
4. Select Receivable Review under Business Process Wizards




History Search Filter Selections

Office of Agency

Business Process Wizards

- Create Leased Facility
- Create Owned Facility
- Lease Review
- Receivable Review**

Select Receivable Contract to Update

1. Select the  Details icon to open the receivable contract data
 - If your agency has a number of receivable contracts, use the search box to narrow your results.

Facility Receivable Contracts

Search Receivable Contract Numbers
Enter Search Text

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Facility #6 Receivable Testing	Facility #6 Receivable Testing	06/30/2021	06/29/2023	
Receivable facility #7 Contract	Receivable facility #7 Contract	08/31/2017	08/30/2022	
Receivable Facility #8 Contract	Receivable Facility #8 Contract	12/31/2017	12/30/2022	

Enter Remaining Receivable Contract Data

1. Enter agency data. Red fields are system required.
 - Receivable Contract Type
→ Dropdown menu
 - Real Estate Authority
→ Dropdown menu
 - Receivable Contract Executed Date
→ The date the last party signed the contract
 - Parking Included in Lease (yes/no)
 - Operating Cost Fields
→ Dropdown fields – select lessor or lessee paid. If a cost is not applicable, select N/A

Edit Facility Receivable Contract Details

Name
Test Receivable Contract

Description

Receivable Contract Type
[Red field]

Real Estate Authority
[Red field]

Receivable Contract Square Feet
100

Receivable Contract Square Feet Type
Rentable

Receivable Contract Executed Date
[Red field]

Receivable Contract Start Date
7/1/2022

Receivable Contract End Date
6/30/2024

Parking Included in Lease
[Red field]

- Capitalized
→ Will this lease contract be capitalized? If FPMT will send accounting entries to AFRS, the answer will always be "yes."

Capitalized
[Red field]

- Manually Record Accounting Entries
→ This field should always be "yes" for receivable leases between two state agencies.

2. Select [Next >](#)

Manually Record Accounting Entries [?](#)

[< Previous](#) [Next >](#) [Cancel Changes](#)

Add a Receivable Payment

- Select** Add New Receivable Payment
- Enter** agency data. Red fields are required.
 - Name
→ Payment Type – Series Number (e.g., Base Rent – 1)
 - Payment Series Number
→ Use sequential numbers for the series (e.g., 1, 2, 3)
 - Payment Frequency
→ Dropdown menu
 - Payment Type
→ Dropdown Menu
 - Payment Amount
 - Payment Start Date
 - Payment End Date
- Select** SAVE CHANGES

Receivable Payments

There are no receivable payments

[Add New Receivable Payment](#)

Edit Receivable Payment Details

Name

Description

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

Index Rate [?](#)

Payment Start Date

Payment End Date

Deferred Maintenance

Comment

[SAVE CHANGES](#) [Cancel Changes](#)

You now have the option to edit your payment by selecting the Details icon or delete by selecting the trash can.

Repeat this process if there is more than one payment series.

→ You must enter a series for each time the rent amount changes.

→ If there is no base rent, or if you are receiving free rent for a portion of the lease term, enter a payment for \$0.

4. Select [Next >](#)

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1	Details	Delete

[Add New Receivable Payment](#)

[< Previous](#) [Next >](#) [Cancel All Changes](#)

Add a Receivable Option (if applicable)

1. Select Add New Receivable Option, if applicable.

2. Enter agency data. Red fields are required.

- Name
→ Use Option Type – Option Number (e.g., Cancel – 1)
- Option Number
→ Options should be numbered sequentially (e.g., 1, 2, 3)
- Option Type
→ Dropdown menu
- Option Description
→ Provide a brief description of the clause

- Option Date
- Reasonably Certain Option Will Be Exercised (yes/no)
→ Determines whether the payment should be included in the lease liability and lease asset calculations.

3. Select SAVE CHANGES

4. Select Next

Receivable Options

There are no receivable options

[Add New Receivable Option](#)

Edit Receivable Option Details

Name	<input type="text"/>
Description	<input type="text"/>
Option Number	<input type="text"/>
Option Type	<input type="text"/>
Option Description	<input type="text"/>
Option Date	<input type="text"/>
Reasonably Certain Option Will Be Exercised	<input type="text"/>
Exercise Price	<input type="text"/>
Comment	<input type="text"/>

SAVE CHANGES

Cancel Changes

[< Previous](#)

[Next >](#)

[Cancel All Changes](#)

Add a Receivable Amendment (if applicable)

1. Select Add New Receivable Amendment, if applicable.

Receivable Amendments

There are no receivable amendments

[Add New Receivable Amendment](#)

2. Enter agency data. Red fields are required.

→ Refer to the [amendments job aid](#) for more details.

- Name
 - Use Amendment Type – Amendment Number (e.g., Extension – 1)
- Amendment Number
 - Amendments should be numbered sequentially (e.g., 1, 2)
- Amendment Type
 - Dropdown menu
- Amendment Description
 - Provide a brief description of the amendment
- Amendment Effective Date
- Amendment Execution Date
 - The date the last party signed.

3. Select SAVE CHANGES

Edit Receivable Amendment Details

Name

Description

Amendment Number

Amendment Type

Amendment Description

Amendment Effective Date

Amendment Execution Date

Comment

SAVE CHANGES Cancel Changes

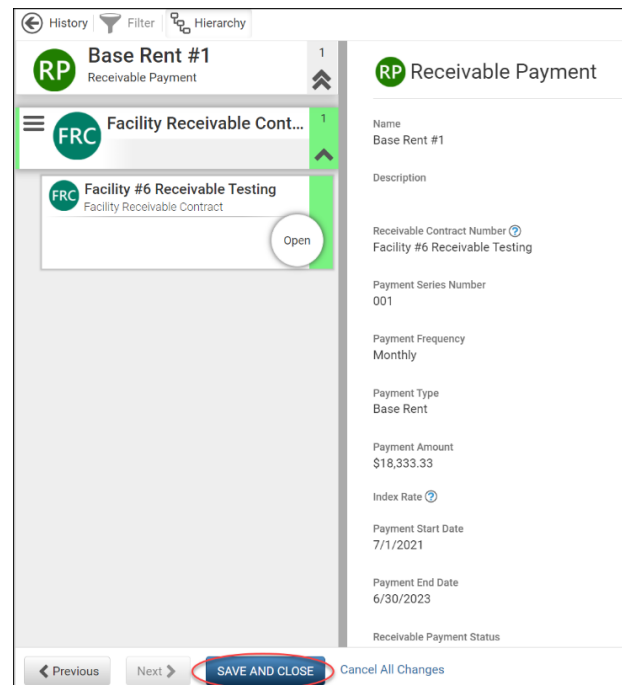
4. Select SAVE CHANGES

5. Most amendments require updates to other tables in FPMT. Additionally, a copy of the amendment must be attached in FPMT for all amendments. Refer to the [Amendments job aid](#) for instructions.

Review Your Data



1. Select three times to navigate through the Land Receivable Contract and Other Asset Receivable Contract tables to reach Data Review.

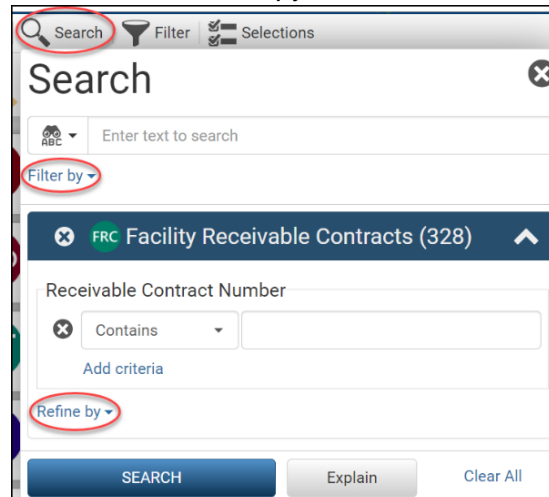
2. **Select** Open on each tile to review your data. If you need to make a correction, select the Previous button to go back to an earlier table.
3. **Select** SAVE AND CLOSE.
4. The window will automatically close, and you will be returned to your original FPMT window.
 - Your new receivable lease record is now complete.
 - You'll need to refresh your screen to see your changes.




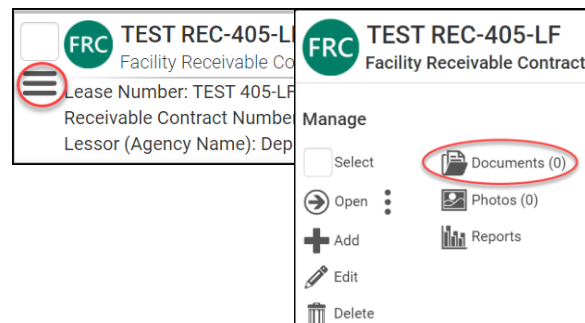
Upload Copy of New Receivable Contract

You will need to navigate to the new receivable lease in order to attach a copy of the contract.

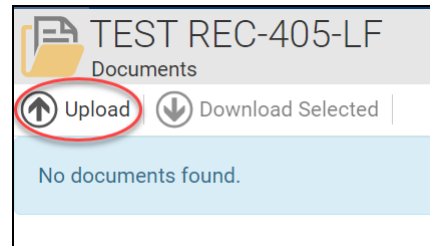
1. **Select** the  Search button on the data explorer tool bar.
2. **Select** Filter by ▾ and choose **Facility Receivable Contracts**.
3. **Select** Refine by ▾ and choose **Receivable Contract Number**.
4. **Enter** the new receivable lease contract number.
5. **Select** 



6. **Select** the  menu button on the new receivable lease contract tile.
7. **Select** Documents
 - The document manager will open in a new window.



8. Select the  **Upload** button.



9. Browse for, or drag and drop, the file.
10. Select CLOSE.

